

OFFICE OF INFORMATION TECHNOLOGY

Policies and Procedures Manual

2.7. ULV Administrative Application Software Security Policy

2.7.1. Approval and adoption

- 2.7.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.

2.7.2. Purpose

- 2.7.2.1. To provide guidelines with regard to the security of and accessibility to enterprise-level administrative application software and databases.
- 2.7.2.2. To provide a method by which direct updates to enterprise-level administrative application databases can occur in order to save time or automate processes (such as with interfaces between disparate systems).

2.7.3. Policy

- 2.7.3.1. OIT will have full responsibility for the security and access to all enterprise-level administrative software applications and their respective databases used by ULV (Student, Financial Aid, Finance, Alumni, and Human Resources).
- 2.7.3.2. Functional departments will have the ability to sign off on and assign accounts to users.
- 2.7.3.3. Update access to the enterprise-level databases in a direct manner outside the scope of the application software will not be provided to any functional user.
- 2.7.3.4. Direct updates to the enterprise-level databases will only be performed by an OIT staff member as follows:
 - 2.7.3.4.1. The request to do so must be made, in writing, by the functional unit manager.
 - 2.7.3.4.2. The update script/process must be fully tested on a Development instance of the database and approved by the functional unit and the OIT Assistant Director of Administrative Applications prior to running in Production.

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2.7.3.4.3. A functional unit staff member must participate in the testing and be present to confirm results during the Production run.

2.7.3.4.4. A log of all direct updates to a database will be maintained for each enterprise-level administrative application system.

2.7.4. Procedure

2.7.4.1. Functional unit manager submits a detailed request for direct update against an enterprise-level administrative application database in writing to the OIT Assistant Director for Administrative Applications. Request should indicate which functional unit staff member would be responsible for participating in the development and testing of the script/process.

2.7.4.2. OIT Assistant Director for Administrative Applications assigns the task to an OIT staff member.

2.7.4.3. OIT staff member works with functional unit staff member to develop and test the script/process in the Development instance of the database.

2.7.4.4. Functional unit manager and OIT Assistant Director of Administrative Applications sign off on the script/process.

2.7.4.5. Direct update is run against Production instance of database.

2.7.4.6. Logbook for the enterprise-level administrative application is updated reflecting details of what was done.